

OPM - History File

C-O-N-F-I-D-E-N-T-I-A-L

12 March 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-24

SUBJECT: "Summer-Only" Employment of Dependents of Agency Personnel

RESCISSION: OPM 20-410-22 (7-57), subject: "Summer-Only" Employment of Dependents of Agency Personnel, dated 19 February 1957

REFERENCE: Temporary "Summer-Only" Employees of Dependents of Agency Personnel

1. GENERAL

- a. Dependents of Agency personnel may be employed for clerical, typist, and stenographic duties, on a temporary "summer-only" basis, except for assignment to the Office of Current Intelligence, or to any component of the Deputy Director (Plans) area other than Records Integration. Dependents include sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were married to their current spouse after 1 January 1958. Individuals other than dependents as defined above will not be considered for this type of employment.
- b. The Director of Security will issue special secret clearances for dependents considered for "summer-only" employment. When they enter on duty, they will be given a special security indoctrination by the Security Office and will be issued limited passes which will restrict their movements to the general area of their employment. They will have access to unclassified, confidential and secret material only. The office of assignment is responsible for enforcing these restrictions. The Director of Security requires that the office of assignment nominate an individual who will assume responsibility for the "summer-only" employee during his period of employment to preclude his becoming involved in situations which might result in embarrassment to the Agency.
- c. "Summer-only" employees will be given excepted appointments with a specific time limitation. These employees are not covered by the Civil Service Retirement Act, but are covered by the Social Security Act. They will not be assigned to the IAS and will not attend regular clerical training courses or attend the three-day clerical indoctrination course when they enter on duty.

DOCUMENT NO. _____

NO CHANGE IN CLASS ☒

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S C 2011

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2. PROCEDURES

- a. Personnel Operations Division (POD), extension [] will schedule appointments for personal interviews of new applicants for "summer-only" employment upon request from the prospective applicant or the Agency employee and furnish appropriate application forms. 25X1
- (1) Applicants will be furnished Form 89, Medical History Report, which will be completed and returned to Chief, Clerical Assignment Branch, Room 602 - 1016 16th Street N. W. The completed form will then be forwarded to the Medical Staff for scheduling of a medical appointment. The prospective applicant will be informed by telephone when to report for the medical examination.
 - (2) The applicant will be instructed to bring his Social Security card when he reports for duty. If he does not have a Social Security card, he will be given Form SS-5, Application for Social Security Account Number.
 - (3) Applicants who are under 18 years of age will be advised of the legal requirement for obtaining and submitting work permits; they will be furnished appropriate forms and instructions for procuring the permits.
- b. POD will process applications for "summer-only" employment by selecting those qualified and initiating Form 1152a: Request for Personnel Action, as certification that the requirements for employment of the individual at the grade indicated have been met. The nature of action requested will be "Excepted Appointment (NTE 30 September 1958)".
- (1) Form 1152a will be prepared in accordance with normal procedures except that the position number will consist of the basic number of an appropriate IAable position (clerk, typist, or stenographer) in the office of proposed assignment, followed by .95-SO. This will identify the action as involving a temporary, "summer-only", identical-additional position. The statement "Dependent of _____ (name of Agency employee)" and "summer-only" or "previous summer-only", as appropriate, will be entered in the "Remarks" section of the request.
 - (2) The completed Form 1152a will then be furnished the office of proposed assignment for approval of the action and certification of availability of funds for payment of salary. This approval will be indicated by signature of the appropriate administrative or personnel officer in Section C "Request Approved By". The administrative or personnel officer will also indicate the building or buildings in which the employee will work so that the information may be properly reflected on his badge.

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- (3) POD will prepare the necessary EOD processing papers in accordance with normal procedures. The additional information indicated below will be included on the forms specified:
- (a) Request for Security Clearance, Form 377, under "Remarks": Applicant is a dependent of _____ (name of Agency employee) and is being considered for Summer-Only employment.
 - (b) Appointment Affidavit, SF-61, Section 10 and Entrance-On-Duty Notice, Form 626, will be stamped "Medical approval is for summertime employment only", before it is presented to the individual for completion and signature.
 - (c) Designation of Security Monitor, Form 934, will be completed and issued to the individual along with other EOD papers with instructions that the form will be delivered to his immediate supervisor.
- c. The supervisor will designate the person responsible for ensuring adherence to the security restrictions placed upon the "summer-only" employee. The office of assignment will retain the Designation of Security Monitor form during the period of employment of the "summer-only" employee.
3. LIMITATIONS ON THE USE OF "SUMMER-ONLY" EMPLOYEES
- a. Minors will not be employed for more than 8 hours in any one day nor more than 6 days in any one week.
 - b. Male minors between 16 and 18 years of age will not be employed before 6 a. m. or after 10 p. m.
 - c. Female minors under 18 years of age will not be employed before 7 a. m. or after 7 p. m.
 - d. Minors under 18 years of age will not be assigned to positions in occupations classified as hazardous or assigned hazardous type duties.


Gordon M. Stewart
Director of Personnel

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Attachment:

Form 934: Designation of
Security Monitor

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